

JOB OPPORTUNITY

Nov. 23, 2004-Dec. 7, 2004
Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Human Resources Coordinator for Gender Issues

All applications must be received by: **December 7, 2004**

POSITION SUMMARY:

Working within the Human Resources Department of the Administrative Office of the Trial Court, the Human Resources Coordinator for Gender Issues is responsible for designing and implementing policies and programs for the Trial Court in its effort to ensure gender fairness throughout the Trial Court.

MAJOR DUTIES:

Prepares and conducts educational programs on issues related to gender such as dispute intervention, respect, and developing supportive networks.

Supervises and supports committees implementing programs for gender equality such as the Gender Equality Advisory Board and the Support Staff Task Force.

Conducts tasks as needed to enhance the court system's response to cases of domestic violence, including revising court forms and coordinating the adaptation of standards for system-wide application.

Communicates with the general public and provides technical assistance to the Public Information Office on gender-related issues.

Participates as a member of the Governor's Commission on Domestic Violence.

Maintains the Domestic Violence Resource Center Project initiated by the Committee for Gender Equality.

Performs related duties as required.

SUPERVISION RECEIVED:

Receives general direction from the Director of Human Resources in performing duties in accordance with established guidelines.

POSITION REQUIREMENTS:

Bachelor's degree in public or business administration or related field from an accredited college or university.

Three to five years of progressively responsible experience dealing with gender equality issues within a large and diverse organization.

Considerable knowledge of the Massachusetts court system.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows, and WordPerfect for Windows.

Strong interpersonal skills and the ability to work professionally with judges, court officials, employees, and the general public, and to maintain effective working relationships.

Strong writing skills and the ability to draft policies and procedures.

Ability to develop and conduct training programs.

Ability to analyze administrative problems and to develop feasible solutions.

Ability to communicate clearly and effectively in oral and written form.

Ability to handle sensitive matters on a confidential basis.

Ability to work independently and with committees and task forces.

Ability to establish work priorities.

Ability to travel to courts throughout the Commonwealth.

SALARY: \$57,193.89

Send completed Trial Court Application for Employment to:

Director of Human Resources
Administrative Office of the Trial Court
Two Center Plaza - Room 540
Boston, MA 02108
ATTN: H.R. Coordinator Position

Applications for Employment can be obtained at any court location or downloaded from the Internet at www.state.ma.us/courts.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER